

MAITLAND CITY SOFTBALL CLUB INC

JOB DESCRIPTION FORM

EQUIPMENT OFFICER

The Equipment Officer is responsible for ordering, maintenance and delegation of equipment to teams of Maitland City Softball Club Inc.

Responsible to:

The Equipment Officer is directly responsible to the Director of Finance and the members of Maitland City Softball Club Inc.

Responsibilities and Duties:

The Equipment Officer should:

- Provide the committee with a list of proposed purchases (budget) for the next 12 months
- Work within budget set down/approved by the committee
- Arrange quotes for the purchase of new equipment and present to the committee
- Shop around for equipment prices i.e. Ausport, Fielders Choice, Red Stitches, Greatrex, Elite Sports, Bunnings etc
- Order and purchase equipment on behalf of the club and present receipts/invoices to the Director of Finance for payment
- Ensure that any equipment purchased on behalf of the Club is paid for (in conjunction with the Director of Finance) in a timely manner
- Purchase Scorebooks and provide to coaches/scorers prior to start of each competition season (check with SNSW before sourcing from supplier Ausport)
- Ensure stocks of first aid supplies are maintained and provide each coach with a fully stocked first aid kit
- Keep a register of all equipment held by the Club
- Ensure that all equipment issued on behalf of the Club is safe to use
- Fix, repair or replace damaged or broken equipment where practicable
- Allocate relevant equipment to each team at the beginning of the season, and ensure all equipment is returned at the end of the season
- Keep a register of all equipment loaned to a player or coach by the Club and ensure that the equipment is returned into stock at the end of the loan period
- Provide/arrange storage for all unused equipment
- Make a report to the Director of Finance of any loan equipment not returned and the cost of replacement and ensure that the Director of Finance issues an account to that player or coach for the replacement of the equipment
- Promote our Club's Mission, Purpose and Values

Knowledge and Skills Required:

Ideally the Equipment Officer is someone who:

- Is well organised
- Is able to keep good records
- Is able to work in a logical and orderly manner
- Has basic financial skills
- Has access to a computer and internet